



VACANCY ANNOUNCEMENT

TRI MISSION MANAGEMENT
JANUARY 21, 2015
No. 2015-004

TO: All Interested U.S. Citizens Only
SUBJECT: Political Assistant (Training Level*)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

POSITION: PC-1012 – Political Assistant (Training Level*), FSN-8, FP-6**

OPENING DATE: January 21, 2015

CLOSING DATE: February 4, 2015

WORK HOURS: Full-time: 40 hours/week for Not Ordinarily Resident
Full-time: 35 hours/week for Ordinarily Resident

SALARY: Not Ordinarily Resident: final salary will be confirmed by Washington based on applicants' qualifications and prior work experience***
Ordinarily Resident: € 39,853.00 gross p.a. (starting salary)

* This position is being advertised simultaneously with the Full Performance Level, FSN-9, FP-5/1

** Actual grade and salary will be based on the qualifications of the applicant

*** Overseas Comparability Pay will apply if an FMA appointment

The Political Section of the U.S. Embassy in Paris seeks a Political Assistant.

BASIC FUNCTION OF POSITION:

The incumbent is primarily responsible for maintaining the Embassy's biographic records. She/he also follows and reports on domestic political issues. The incumbent works closely with all colleagues in the Political Section, as well as with the offices of the Ambassador and DCM and other mission sections. This is a sensitive position requiring a Secret security clearance.

A copy of the full position description is available from the Human Resources Office.

QUALIFICATIONS REQUIRED:

Note: **1) Applicants are required to submit their applications or resumes in English and French.**

2) Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Items 1-5 are all required.

1. Education:

At least a Bachelor's degree with an emphasis in Political Science, International Affairs, or History of Political Sociology is required.

2. Prior Work Experience:

Minimum of three years' experience in political research and writing, analysis and interpretation of data, etc is required

3. Language proficiency: (These may be tested)

English (W-R-S), Level-4 – Fluency is required is required.

French (W-R-S), Level-4 – Fluency is required is required.

4. Knowledge(These may be tested):

Good knowledge of French political system, institutions, political parties, historical developments and per is required.

Good knowledge of internal political reporting requirements and procedures is required.

5. Skills and abilities: (These may be tested)

Ability to draft concise summaries of complex issues for Paris Points, cables and briefers.

Ability to write biographies of French personalities.

Ability to orally brief Embassy Officers and State Department personnel on important French domestic issues and personalities.

Ability to maintain contacts at the working level with individuals in the public and private sectors. Ability prepare factual and analytical reports.

Selection Process:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given Qualified USEFM applicants who are also U.S. Veterans will receive the highest preference. Therefore, it is essen candidate address the required qualifications above in the application.

Additional Selection Criteria (see definitions):

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining su candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply within ti days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply wi 90 calendar days of their appointment, unless currently hired into a position with a "When Actually Er (WAE) work schedule.
5. This is a sensitive position requiring a Secret security clearance.

To Apply:

Interested applicants for this position must submit the following or the application package will not be cor

1. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application, if they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their family member.
2. Application for U.S. Federal Employment: DS-174 (available from the Embassy web site employment)
3. A current resume or curriculum vitae in English that provides the same information as an DS-174; plus
4. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit application only by Email to:

ParisRecruitment@state.gov

Please **send** applications **only by e-mail**.

Point of contact:

TEL: 01-43-12-25-74 or 01-43-2-26-52

FAX: 01-43-12-24-36

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee or the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and
- EFM (see above) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to duty abroad with a USG agency that is under COM authority; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad;
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member preference for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee, unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependence

- a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service men permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission a
- Is residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an American Institute in Taiwan. An MOH is:

- Not an EFM; and
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child outside the Department's current legal and statutory definition of family member. A MOH does not have U.S. Citizenship.*

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated under the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: FEBRUARY 4, 2015

The US Mission in France provides equal opportunity and fair and equitable treatment in employment to all persons without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel management through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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